

SCOPE OF SERVICES
CLIFF DRIVE AND SPIRIT OF KANSAS CITY SCENIC BYWAYS TRAIL
(SB-MO-12 (001))

INTRODUCTION:

The Kansas City, Missouri Parks and Recreation Department (KCMOP&R) is requesting qualifications for the development of a 1.94 mile multi-use trail leading from the parking area at The Paseo and Highland to the corner of 3rd Street and Wyandotte Avenue. The improvements include but are not limited to the design of concrete trails, ramps and landings with stone clad concrete retaining walls, handrails, sub-drainage systems, ditch lining, erosion control, piping, pedestrian bridge with abutments, rip-rap, grading, vegetation clearing, seeding, pavement marking, sidewalk replacement, bikeway signage and directional signage.

The project must be in compliance with the following:

1. City of Kansas City, Missouri Parks and Recreation Department and Public Works Department requirements.
2. MoDOT Environmental Section Categorical Exclusions
3. State DBE participation requirements
4. MoDOT PS&E reviews
5. Local Public Agency guidelines
6. Missouri Dept. of Conservation Heritage Review E-Report
7. MoDOT design guidelines and construction standard specifications

Consultant is required to submit an E-verify Affidavit of Compliance, E-verify MOU and a Statement of Qualifications (SOQ) along with the letter of interest.

DBE firms selected by the consultant must be listed in the MRCC directory located at (http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrcc.htm)

The selection rating criteria along with weighted values/points associated with each selection criteria is attached for your reference.

The DBE goal for this project is 0 %.

This exhibit provides an overview of the Scope of Services that your firm will be expected to perform. Preliminary project documents include a map which is attached. The proposed trail alignment is staked/flagged at the site. The yellow dashed trail begins at the parking area at The Paseo and Highland Avenue intersection and continues west and north to Dora Street. The blue dashed trail continues west from Dora Street to the intersection of Dora Street and Lydia Avenue. The second blue dashed trail begins at the south gate of Cliff Drive and continues south to the Gazebo at Highland Avenue.

SCOPE OF SERVICES:

For this project perform the following basic services:

SURVEY PHASE

1. Survey the trail layout as necessary to design concrete trails, ramps and landings with stone clad concrete retaining walls, handrails, sub-drainage systems, ditch lining, erosion control piping, pedestrian bridge with abutments, rip-rap, grading, vegetation clearing, seeding, pavement marking, sidewalk replacement, bikeway signage and directional signage. The area surveyed should include 20' from each edge of the proposed new trails, sidewalks, ramps and landings to provide a 50' wide trail corridor. The survey is to be a graphic representation of physical features of the land depicting natural and man-made features, such as property lines, fences, tree lines, stairs, walls, buildings, utilities above and below ground, hills, valleys, streams, rock outcroppings, contours and roads.
2. Surveyor will be responsible for locating and purchasing all existing records necessary to perform their work, including but not limited to KCMO GIS, county records, court records, state highway records and utility records.
3. Surveyor is required to provide property title information and show property lines on their "sealed" plans.
4. Deliverables to be provided:
 - a. Set Benchmarks as needed.
 - b. Develop base map and a triangular irregular network (TIN) and contours at one (1) foot intervals.
 - c. Cross Sections developed from topographic survey at concrete trails, ramps, landings, stone clad concrete retaining walls and pedestrian bridge. Cross sections will be provided at the following:
Trails and new walks – 50 foot intervals, minimum of 50 sections
Ramps and Landings – minimum three (3) sections per occurrence
Pedestrian Bridge – three (3) sections with bridge abutments
I-35 underpass – three (3) sections of trail under I-35 bridge
Existing sidewalks – None
 - d. Provide location and elevation of top and bottom of existing and proposed sidewalks, concrete trails, ramps and landings with stone clad concrete retaining walls, pedestrian bridge, utility boxes, storm inlets, parking areas, curb and gutter locations at trail/street crossings, bridge trusses, and roadways under bridge trusses .
 - e. Provide locations and visible conditions of all utility lines, overhead and below grade power lines and structures that traverse the site.
 - f. Location of existing brush and tree lines.
 - g. Locate and identify any structures (ie. curbs, walks, footings, catch basins, field inlets, etc.) and existing drainage patterns observed by field survey procedures.
 - h. Locate City and MoDOT right of way and show on plans.

GEOTECHNICAL SERVICES PHASE

1. Inclusion of a Geotechnical Engineer to provide services of exploration, reporting, consultation and or design of the project is required.
2. Geotech will be responsible for requesting utility locations before explorations begin and will be responsible for locating and purchasing (if necessary) all records necessary to perform their work.
3. Geotech will provide borings, investigations and observations as necessary at locations and elevations requested by the Design Professional and KCMOP&R. Borings and soil samples should define subsurface conditions and provide information that will assist the design professional in the design of the project.
4. If soil samples are necessary, they will be required to be tested for common engineering properties (dry density, Atterberg limits, consolidation potential, moisture content, unconfined compressive strength, etc.) as well as any other properties required by the design professional or the KCMOP&R.
5. Geotech will provide a comprehensive report and recommendations on their laboratory findings.
6. When requested by the Design Professional and/or KCMOP&R, the geotech will provide a maximum of twelve (12) consultations and recommendations relating to the project by the Design Professional and/or KCMOP&R until construction is complete.
7. Conduct sub-surface investigations and hydraulic studies of areas supporting concrete trails, ramps and landings with stone clad concrete retaining walls and pedestrian bridge abutments.

PRELIMINARY DESIGN PHASE

1. Conduct a kick-off meeting and design review with the project team and KCMOP&R Staff to ensure the clear direction of the design effort and to ensure that the goals for the trail are met. MoDOT representative attendance at this meeting is requested but not required.
2. Use survey information to define and develop alignments of the sidewalks, concrete trails, ramps, landings, stone clad concrete retaining walls and pedestrian bridge.
3. Prepare alternative designs and cost estimates, develop preliminary plans and recommend to KCMOP&R the best overall general design based on these studies.
4. Prepare schematic drawings of the proposed improvements for presentations to the neighborhood associations and stakeholders. Receive comments from Cliff Drive Corridor Management Committee, Columbus Park Neighborhood Association, and Pendleton Heights Neighborhood Association during design process.
5. Attend one meeting with KCMOP&R and MoDOT officials to review and discuss the schematic drawings of the proposed improvements.

6. Coordinate with MoDOT to provide a list of the construction permits/approvals necessary to allow the contractor to construct the project under the following regulations: sections 401 (water quality) and 402 (National Pollutant Discharge Elimination System - NPDES) of the Clean Water Act. Ensure compliance with water quality requirements by coordinating with the Missouri Department of Natural Resources and the U.S. Army Corps of Engineers and ensure compliance with the requirements of the Federal Emergency Management Agency (FEMA). Design this project to meet those requirements noted above.
7. Ensure compliance with historic preservation, noise abatement and air quality requirements through coordination with the Missouri Department of Natural Resources.
8. Prepare preliminary plans for construction, complete with traffic control, improvement plans, profile sheets, and detail sheets and submit them to KCMOP&R and MoDOT for review and approval. Traffic control devices shall be governed by the Manual on Uniform Traffic Control Devices (MUTCD). Improvement plan and profile sheets shall comply with MoDOT standards as outlined in the current MoDOT Policy and Procedure Design Manual.
9. Submit five (5) copies of preliminary plans, estimates and studies for review by KCMOP&R and the Missouri Department of Transportation.
10. Attend one preliminary plan review meeting with KCMOP&R staff and MoDOT officials to review and discuss the preliminary drawings. It is anticipated that comments and approval/concurrence will be given at this meeting.
11. Prepare a construction cost estimate.
12. Submit preliminary (35%) plans for KCMOP&R and MoDOT review. Five (5) sets total (2 for the KCMOP&R 22" x 34", and 3 for MoDOT 11" x 17") to include (but is not limited to) the following information and sheet sizes.
 - a. Title Sheet (1)
 - b. Typical Trail, Ramp, Landing, Stone Clad Concrete Retaining Wall and Bridge Abutment Section Sheets.
 - c. Demolition and Tree Removal & Preservation Plans (1"=20')
 - d. Plan Sheets (1"=20')
 - e. Profile Sheets (1"=20' horizontal scale, 1"=5' vertical scale)
 - f. Pavement Markings and Signing Plan (1'=50')
 - g. Construction Sequencing (1'=50')
 - h. Special Sheets
 - i. Sediment and Erosion Control Sheets
 - j. Detail Sheets

FINAL DESIGN PHASE

1. Incorporate preliminary plan comments from KCMOP&R, MoDOT, Cliff Drive Corridor Management Committee, Columbus Park Neighborhood Association, and Pendleton Heights Neighborhood Association into the design. Receive approval from KCMOP&R, MoDOT, Cliff Drive Corridor Management Committee, Columbus Park Neighborhood Association, and Pendleton Heights Neighborhood Association.
2. Prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project.
3. Prepare a SWPPP for construction.
4. Prepare traffic control plans for maintaining traffic control during construction. The traffic control plan shall be submitted to KCMOP&R and MoDOT for review and approval prior to inclusion in the final design plans.
5. Prepare final plans for pavement marking and signing.
6. Prepare final temporary erosion control plans.
7. Prepare quantity summary sheets.
8. Prepare and submit five (5) final sets of construction plans for KCMOP&R review and MoDOT P.S. & E. review. Five (5) sets (2 for the KCMOP&R 22" x 34", and 3 for MoDOT 11" x 17"). Plans shall conform to MoDOT Standards and shall include the following:
 - a. Title Sheet (1)
 - b. Typical Trail, Ramp, Landing, Stone Clad Concrete Retaining Wall and Bridge Abutment Section Sheet(s)
 - c. General Notes and Summary Of Quantities
 - d. Demolition and Tree Removal & Preservation Plans (1'=20')
 - e. Plan Sheets (1'=20')
 - f. Profile Sheets (1'=20' horizontal scale, 1'=5' vertical scale)
 - g. Ramp and Landing Construction Details
 - h. Stone Clad Concrete Retaining Wall and Handrail Details
 - i. Trail and Sidewalk Details
 - j. Pedestrian Bridge Details
 - k. Pavement Markings and Signing Plan (1'=50')
 - l. Construction Sequencing (1'=50')
 - m. Special Sheets
 - n. Sediment and Erosion Control Sheets
 - o. Cross Sections
9. Update cost estimate using the MoDOT estimate program.
10. Attend one review meeting with KCMOP&R and MoDOT.
11. Prepare and submit special provisions for those items of work not covered by the City or MoDOT Standard Specifications for KCMOP&R and MoDOT review.

12. Upon KCMOP&R and MoDOT approval of final plans, prepare plans for advertising and distribution by KCMOP&R. Construction drawings shall be submitted to the KCMOP&R in pdf format and specifications shall be submitted electronically in Microsoft word or excel format.

BIDDING PHASE

1. Provide Parks Department with a list of qualified area bidders and assist the Parks Department in advertising for bids.
2. Attend pre-bid meeting and answer questions from contractors regarding the final plans.
3. Provide bidding assistance to include preparation of addendums required, evaluating bids and requesting concurrence in award from MoDOT.
4. Prepare a letter of bid recommendation to KCMOP&R.

CONSTRUCTION ADMINISTRATION PHASE

1. Attend Pre-Construction Conference and site progress meetings with the KCMOP&R, MoDOT, and the contractor, once the project has been awarded. The Pre-Construction Conference and site progress meetings will be administered by the KCMOP&R.
2. Answer questions from the contractor regarding the interpretation of the plans.
3. Review and comment, or approve, contractor's RFI's, RFP's, submittals, shop drawings, samples and the results of tests and inspections and other data which each contractor is required to submit for the purposes of checking for compliance with the design concept and conformance with the requirements of the contract documents.
4. Design Professional will endeavor to protect the Parks Department against defects and deficiencies in workmanship and materials in work performed by the Contractor. The furnishing of such project representation will not make the Design Professional responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents.
5. Provide construction inspection as required by the LPA guidelines. The level of inspection required will be a minimum of 50% of the overall time that work is occurring on the project. Your inspector will be required to be present 100% of the time during all critical work tasks. Critical work tasks include all soil compaction testing, form inspection, and concrete placement. Inspection reporting of observations, testing results, and contractor performance as required by the LPA manual is required.
6. Provide review, verification and approval of contractor's pay applications, submittals and change order requests. Submit this information to KCMOP&R for review and approval.

7. Verification of construction payrolls, DBE compliance and contract compliance will be the responsibility of the KCMOP&R. Concrete and asphalt plant inspections will not be required.
8. Materials and concrete testing will be provided by the City of Kansas City testing laboratory if required by the Design Professional and/or KCMOP&R.
9. If required by the Design Professional and/or KCMOP&R, soil proctors will be provided by the contractor.
10. Attend a final walk through with KCMOP&R personnel, MoDOT and the contractor, then provide up to three (3) punch lists to record final inspection approval. Also provide a letter of project acceptance to the KCMOP&R.
11. Provide a complete set of record drawings for the project. Plan revisions during construction will be given to the designer from the contractor and construction inspector(s) for incorporation into the record drawings. Two (2) sets of record drawings shall be provided: One (1) Mylar copy and one (1) digital/electronic copy to the Parks Department and One (1) bond copy and one (1) digital/electronic copy to MoDOT.
12. All expenses (including mileage) for Construction Administration are included in this agreement and will not be paid separately and will not be paid as reimbursable expenses. No other expenses are anticipated in this section.
13. Accompany MoDOT and FHWA representatives on site visits when requested.
14. Independent assurance samples and tests will be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Design Professional under this contract.
15. If required by the Design Professional and/or KCMOP&R, soil proctors will be provided by the contractor.

PROJECT CONDITIONS

The following project conditions and assumptions were established for the development of the scope of services defined above.

1. KCMOP&R will provide the front end documents for the contract and advertising..
2. All improvements on this project will be designed to meet APWA design criteria and the plans will be prepared per MoDOT LPA requirements and Missouri Standard Specifications for Highway Construction Guidelines.
3. The consultant will provide all information regarding existing right-of-way.
4. All drawings will be prepared on standard 22" x 34" sheets.
5. All plan dimensions will be expressed in English units only.
6. Public meetings are included in this scope.
7. There are no FEMA regulated streams in the project area.
8. City or MoDOT standard plans will be used for all applicable details including culverts, erosion control, traffic control, etc.
9. The Parks Department reserves the right to request additional work, as changed or unforeseen conditions may require changes and work beyond the scope of this

- contract. In this event, a supplement/amendment to this agreement shall be executed and submitted for the approval of MoDOT prior to performing the additional or changed work or incurring any additional cost thereof. Any change in compensations will be covered in the supplement/amendment.
10. Design and plan preparation for non-City utility relocations are not included.
 11. It is assumed that if a Corps of Engineers 404 Permit is required then it can be obtained by a Nationwide Permit. Mitigation plans are required for wetland impacts. Other water quality or potential historical items to be determined through coordination with the Corps of Engineers, Missouri Department of Natural Resources, MoDOT, and KCMOP&R, are included in this scope.
 12. Any street lighting and decorative lighting revisions or relocations deemed necessary by the KCMOP&R and MoDOT will be included in the plans.
 13. Deliverables will consist of:
 - a. 5-sets preliminary review plans for KCMOP&R and MoDOT review.
 - b. 5-sets final review plans and specifications for KCMOP&R and MoDOT review.
 - c. Engineer's estimate of construction cost.
 - d. 5-sets Final plans and specifications.
 - e. 1 electronic copy of the final plans and specifications in the format noted in "Final Design Phase" paragraph 12 above.
 14. Specifications, special provisions, and all items noted in the "Introduction" paragraph designated above are the responsibility of the Design Professional.
 15. Landscaping other than seed and sod is not anticipated. Disturbed areas will receive two feet of sod next to concrete or stone clad edges and all other disturbed areas will be seeded. Additional required landscaping, erosion control, etc. will be determined by the Design Professional.
 16. Right of way and property acquisition items (tract maps, right of way plans, etc.) will be the responsibility of the Design Professional.
 17. Bid and construction sets (plans and specifications) will be distributed by the KCMOP&R.
 18. No electronic files will be given to the utility companies without compensation from the utility company or permission from the KCMOP&R.
 19. The Contractor will be responsible for complying with all requirements outlined in permits obtained from regulatory agencies.
 20. All plans, specifications and other documents shall be endorsed by the Design Professional and shall reflect the name and seal of the Design Professional endorsing the work. By signing and sealing the PS & E submittals the Design Professional will be assuring MoDOT that the design is meeting the intent of the federal aid programs.
 21. Design Professional will maintain all Design Professional records, survey notes, design documents, cost and accounting records, construction records and other records pertaining to this contract and to the project covered by this contract, for a period of not less than three years following final payment by FHWA. Said records shall be made available for inspection by authorized representatives of the Parks Department, MoDOT or the federal government during regular working hours at the Engineer's place of business.

22. Plans, tracings, maps and specifications prepared under this contract shall be delivered to and become the property of the Parks Department upon termination or completion of work.

SCHEDULE

1. Commence work within two weeks after receiving notice to proceed from the Parks Department.
2. Produce 35% preliminary plans within sixty (60) calendar days of Notice to Proceed (NTP)
3. Produce 95% plans, complete with Cliff Drive Corridor Management Committee approval, 2 Neighborhood Association approvals and KCMO Parks Department Development Review Committee approval and Park Board approval within 150 calendar days of NTP.
4. Produce 100% final plans and submittal to MoDOT PS&E within 180 calendar days of NTP.
5. Receive MoDOT PS&E approval within 240 calendar days of NTP.
6. Once the design is complete, your assistance in bid review and construction administration will be required until construction is complete. Construction administration time extending more than four (4) weeks past the original construction deadline will be negotiated and paid by an agreement amendment.

SUBMISSION DEADLINE

All letters of interest and supporting qualifications must be submitted to:

KCMO Parks and Recreation Department
4600 E. 63rd Street
Kansas City, Missouri 64130-4717

ATTN: Scott Overbay, Project Manager
(816) 513-7628

by 4:30 p.m. Wednesday, April 10, 2013.